

Peace Corps – Azerbaijan Executive Assistant

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over forty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

Position Summary: The Executive Assistants supports and assists the Peace Corps country director with schedule management and document management. Additionally, the Executive Assistant is responsible for preparing briefing materials, researching issues upon request and making travel arrangements for the Country Director and official guests. The Executive Assistant assists with International conference and travel arrangements for all Peace Corps staff and Peace Corps Volunteers, including financial paperwork. The Executive Assistant interprets and translates for the CD and manages overall office translation services with third party vendors. The Executive Assistant liaises with other Peace Corps staff and Volunteers on behalf of CD and provides back-up assistance to other administrative personnel.

Qualifications Required: University degree; English, Azerbaijani and Russian language skills; excellent oral and written communication skills; knowledge of Word and Excel computer applications; diligence, patience, and a sense of humor; integrity and proven ability to maintain confidentiality; demonstrated teamwork and collegiality; ability to relate to people of diverse backgrounds.

Desired Qualifications: Relevant work experience, particularly with international organizations; proven ability to respond to emergency situations; ability to perform work with urgent deadlines; confidence to enforce and abide by Peace Corps' policies and regulations as they pertain to the position's responsibilities

Application deadline February 16, 2010

Application Process

You can download the Applications from www.azerweb.com or www.azerjobs.com or pick up from the Peace Corps Office. Qualified persons should submit completed application to the Peace Corps office: **2c Hasan Aliyev Street, Baku, Azerbaijan**, or via Email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24 Submit the following: 1) completed application form (see attached) 2) CV or Resume 3) a detailed written description of how you meet the position's qualifications. **Only short listed candidates will be contacted.**

Application deadline is February 16, 2010 6:00 PM